



TOASTMASTERS INTERNATIONAL
Certification for
August
2017-2018

DISTRICT 3

INSTRUCTIONS:

1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the District Director, Program Quality Director and the Club Growth Director within 30 days after the end of the month.
5. **Quarter reports due to World Headquarters:**
 - * September Report: **October 31**
 - * December (Audit) Report: **February 15**
 - * March Report: **April 30**
 - * June (Audit) Report: **August 31**
6. Submit approved narratives and certification page to World Headquarters by email or fax:
 - * Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**
 - * Or fax to (949) 858-1207

NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	<u>USD</u>
Monthly Net Income/(Loss)	<u>(7,390.58)</u>
Year to Date Net Income/(Loss)	<u>(11,339.87)</u>
Total Available Funds	<u>82,060.14</u>

1. We, the undersigned, certify that all district financial records have been made available to the audit committee (Mid-year and Year-end) for inspection and that any unpaid bills or other outstanding obligations for the 2017-2018 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 2017-2018 term.

Dated this 30th day of September, 2017

 Enid Moore-Cranshaw, District Director

 Peter Salazar, Finance Manager

Complete only for the Mid-year Report and Year-end Report:

2. We, the undersigned members of the Audit Committee, have examined the records of District 3 for the 2017-2018 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this _____ day of _____

 Chairman

 Member

 Member

* Audit Committee Guidelines are available at the "District Finance" section of the website:

NOTE: Audit committee members cannot be members of the district executive committee (e.g., District Director, Program Quality Director, Club Growth Director, Immediate Past District Governor, Administration Manager, Finance Manager, Public Relations Manager, Division Directors, Area



TOASTMASTERS INTERNATIONAL

Narratives for

August

2017-2018

DISTRICT

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

Membership Revenue

The main focus of the district during the month of August was to promote the Smedley Campaign and the Bragging Rights membership campaign. These campaigns encourage members and clubs to recruit new members.

Conference Net Income/(Loss)

Fall conference planning is well underway, it'll be held November 3-5 in Flagstaff Arizona. The spring conference team has started looking at venues, it'll be in the Phoenix Metro area, ideally May 18-19. Conferences are budgeted to net zero or close to zero. Fall conference is budgeted slightly higher than last fall because it's the last fall conference and the costs are lower. Early Bird full registration is \$145. Spring registration will depend on the venue. The venues cost is minimal, a vast majority of the costs are the food and beverage which are transferred to the member through registration.

Fundraising Net Income/(Loss)

There were no fundraising events held during the month of August. A large portion of cost incurred from the fundraising event held during the month of July was paid in August. This event occurred during this years budget planning and recorded as actuals. To mitigate future loss for this event, trophies presented to members to acknowledge will be allocated to Administration.

TLI Net Income/(Loss)

The last 2 TLI sessions of the summer season were held in Tempe. TLI expenses are \$7 per member in order to offset some of the cost of venue rental and refreshments. Other components include printing participation guides and registration information as well as regular repair, replacement and refilling of supplies needed to facilitate better officer training.

District Store Net Income/(Loss)

D3 does not have a District Store

Other Revenue

There was no unexpected revenue



TOASTMASTERS INTERNATIONAL

Narratives for

August

2017-2018

DISTRICT 3

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

Marketing

The chargeable expenses to marketing this quarter were related to the food expense for SMaC training that was held in Tucson. The printing costs were for Posters that were given to the Division Directors for the membership contests that are underway.

Communications and Public Relations

The focus this month was the Networking Event (Small Business Expo (8/31). Shirts were awarded to Area and Division Directors that completed their Success Plans. The district will benefit from the advertisement generated by the t-shirts that will bring recognition to District 3 Toastmasters. There were no unexpected expenses and no variance of budget vs actuals.

Education and Training

August had no Education and Training events. Future events include September DEC which will include an opportunity for Pathways Guides and Ambassadors to get together.

Speech contests

Getting prepared for area contests was the main focus. There was 1 training event held in August. Training will be done similar to last year. Awards will be similar, but we've allocated to allow for trophies for 3rd place winners at the area level where there are 5 or more contestants.

Administration

The main focus for this month was to ensure the venue for DEC was secured and paid. District events were communicated to members through Mailchimp. There were no events held this month. The cost of the previous month's events were paid in the month of July. There were no unexpected events held this month and no variance between actuals and budget.

Travel

The main focus for the District is to ensure TLI volunteers and district leaders are reimbursed for their travel over 40 miles. Travel for the TLI Food chair was reimbursed this month. There was no unexpected expenses or variance between actual vs. budget.

Other Expenses

D3 had no unexpected expenses

District 3
Balance Sheet (in USD)

07/01/2017 Through 08/31/2017

	Actual
Assets	
Current Assets	
Cash and Cash Equivalents	105,926.51
Prepaid Expenses	7,428.68
Total Current Assets	113,355.19
Total Assets	\$ 113,355.19
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accrued Liabilities	59.62
Total Current Liabilities	59.62
Total Liabilities	59.62
Stockholders Equity	
Net Assets	124,635.44
Net Income (Loss)	(11,339.87)
Total Stockholders Equity	113,295.57
Total Liabilities and Equity	\$ 113,355.19

District 3
Available Funds (in USD)

Month Ending 08/31/2017

Available Funds

Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	28,075.94
Total Cash	<u>28,075.94</u>
District Reserve	<u>77,850.57</u>
Total Cash & District Reserve	<u>105,926.51</u>
Minimum District Reserve Required at Year End	<u>(23,866.37)</u>
Total Available Funds	<u><u>82,060.14</u></u>

District 3
Profit & Loss (Actual vs. Budget Summary) (in USD)

Month Ending 08/31/2017			07/01/2017 Through 08/31/2017		
Actual	Budget	Variance	Actual	Budget	Variance
			District Revenue		
4,079.93	0.00	4,079.93	5,684.35	0.00	5,684.35
0.00	0.00	0.00	3,740.00	0.00	3,740.00
490.00	0.00	490.00	5,737.00	0.00	5,737.00
<u>4,569.93</u>	<u>0.00</u>	<u>4,569.93</u>	<u>15,161.35</u>	<u>0.00</u>	<u>15,161.35</u>
			District Expenses		
5,385.17	0.00	5,385.17	9,688.94	0.00	9,688.94
1,231.59	0.00	1,231.59	5,706.32	0.00	5,706.32
325.69	0.00	325.69	1,277.44	0.00	1,277.44
3,081.53	0.00	3,081.53	3,081.53	0.00	3,081.53
1,011.26	0.00	1,011.26	1,011.26	0.00	1,011.26
886.63	0.00	886.63	4,495.09	0.00	4,495.09
38.64	0.00	38.64	1,240.64	0.00	1,240.64
<u>11,960.51</u>	<u>0.00</u>	<u>11,960.51</u>	<u>26,501.22</u>	<u>0.00</u>	<u>26,501.22</u>
<u>(7,390.58)</u>	<u>0.00</u>	<u>(7,390.58)</u>	<u>(11,339.87)</u>	<u>0.00</u>	<u>(11,339.87)</u>
			Total Net Income		

District 3
Receipts Register (08/01/2017 - 08/31/2017)

Receipt date	Customer	Payment method	Transaction number	Transaction date	Txn currency	Txn amount	Amount (USD)	Amount applied (USD)	Deposited on	Bank account
08/14/2017	C-00000123--TLI Revenue	Cash		08/14/2017	USD	91.00	91.00	91.00	08/14/2017	6622 Checking
08/14/2017	C-00000123--TLI Revenue	Cash		08/14/2017	USD	35.00	35.00	35.00	08/14/2017	6622 Checking
08/09/2017	C-00000123--TLI Revenue	Cash		08/09/2017	USD	63.00	63.00	63.00	08/09/2017	6622 Checking
08/08/2017	C-00000123--TLI Revenue	Cash		08/08/2017	USD	49.00	49.00	49.00	08/08/2017	6622 Checking
08/07/2017	C-00000123--TLI Revenue	Cash		08/07/2017	USD	77.00	77.00	77.00	08/07/2017	6622 Checking
08/07/2017	C-00000123--TLI Revenue	Cash		08/07/2017	USD	28.00	28.00	28.00	08/07/2017	6622 Checking
08/04/2017	C-00000123--TLI Revenue	Cash		08/04/2017	USD	49.00	49.00	49.00	08/04/2017	6622 Checking
08/03/2017	C-00000123--TLI Revenue	Cash		08/03/2017	USD	49.00	49.00	49.00	08/03/2017	6622 Checking
08/02/2017	C-00000123--TLI Revenue	Cash		08/02/2017	USD	35.00	35.00	35.00	08/02/2017	6622 Checking
08/01/2017	C-00000123--TLI Revenue	Cash		08/01/2017	USD	14.00	14.00	14.00	08/01/2017	6622 Checking
		Total					490.00	490.00		

District 3 Bills Register (08/01/2017 - 08/31/2017)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
08/14/2017	V-0000002--Toast masters International - WHQ		08/14/2017		USD	147.24	147.24	147.24
08/14/2017	V-0000002--Toast masters International - WHQ		08/14/2017		USD	164.88	164.88	164.88
08/02/2017	V-0000305--Bank Card Merchant Fees		08/02/2017		USD	350.98	350.98	350.98
08/31/2017	V-0000306--Mailchimp.Com		08/31/2017		USD	127.50	127.50	127.50
08/14/2017	V-0000307--Capital Merchant Gateway Fee		08/14/2017		USD	44.75	44.75	44.75
08/02/2017	V-0000308--Authnet Gateway Fee		08/02/2017		USD	10.00	10.00	10.00
08/11/2017	V-0000311--Hostgator.Com		08/11/2017		USD	203.40	203.40	203.40
08/14/2017	V-0000324--Amazing Awards		08/14/2017		USD	736.18	736.18	736.18
08/12/2017	V-0000334--RC Type, Print & Direct Mail		08/12/2017		USD	238.00	238.00	238.00
08/31/2017	V-0000334--RC Type, Print & Direct Mail		08/31/2017		USD	238.00	238.00	238.00
08/12/2017	V-00001890--Jeff Morud		08/12/2017		USD	105.88	105.88	105.88
08/12/2017	V-00009557--Charlene Carillo		08/26/2016		USD	235.65	235.65	235.65
08/22/2017	V-00020750--Concur Technologies, Inc.		08/22/2017	Cherie Baxley-Gores	USD	72.26	72.26	72.26
08/22/2017	V-00020750--Concur Technologies, Inc.		08/22/2017	Cherie Baxley-Gores	USD	127.20	127.20	127.20
08/30/2017	V-00020750--Concur Technologies, Inc.		08/30/2017	Cherie Baxley-Gores	USD	90.04	90.04	90.04
08/31/2017	V-00023814--Little America Hotel		08/31/2017		USD	2,500.00	2,500.00	2,500.00
08/03/2017	V-00029078--Jan Kaml		08/03/2017		USD	390.80	390.80	390.80
08/12/2017	V-00029078--Jan Kaml		08/12/2017		USD	305.31	305.31	305.31
08/12/2017	V-00029078--Jan Kaml		08/12/2017		USD	262.00	262.00	262.00
08/01/2017	V-00029204--Arizona Golf Resort		08/01/2017		USD	4,648.99	4,648.99	4,648.99
08/01/2017	V-00029204--Arizona Golf Resort		08/01/2017		USD	150.00	150.00	150.00
08/01/2017	V-00029204--Arizona Golf Resort		08/01/2017		USD	939.00	939.00	939.00

District 3 Bills Register (08/01/2017 - 08/31/2017)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
08/14/2017	V-0000002--Toast masters International - WHQ		08/14/2017		USD	147.24	147.24	147.24
08/14/2017	V-0000002--Toast masters International - WHQ		08/14/2017		USD	164.88	164.88	164.88
08/02/2017	V-0000305--Bank Card Merchant Fees		08/02/2017		USD	350.98	350.98	350.98
08/31/2017	V-0000306--Mailchimp.Com		08/31/2017		USD	127.50	127.50	127.50
08/14/2017	V-0000307--Capital Merchant Gateway Fee		08/14/2017		USD	44.75	44.75	44.75
08/02/2017	V-0000308--Authnet Gateway Fee		08/02/2017		USD	10.00	10.00	10.00
08/11/2017	V-0000311--Hostgator.Com		08/11/2017		USD	203.40	203.40	203.40
08/14/2017	V-0000324--Amazing Awards		08/14/2017		USD	736.18	736.18	736.18
08/12/2017	V-0000334--RC Type, Print & Direct Mail		08/12/2017		USD	238.00	238.00	238.00
08/31/2017	V-0000334--RC Type, Print & Direct Mail		08/31/2017		USD	238.00	238.00	238.00
08/12/2017	V-00001890--Jeff Morud		08/12/2017		USD	105.88	105.88	105.88
08/12/2017	V-00009557--Charlene Carillo		08/26/2016		USD	235.65	235.65	235.65
08/22/2017	V-00020750--Concur Technologies, Inc.		08/22/2017	Cherie Baxley-Gores	USD	72.26	72.26	72.26
08/22/2017	V-00020750--Concur Technologies, Inc.		08/22/2017	Cherie Baxley-Gores	USD	127.20	127.20	127.20
08/30/2017	V-00020750--Concur Technologies, Inc.		08/30/2017	Cherie Baxley-Gores	USD	90.04	90.04	90.04
08/31/2017	V-00023814--Little America Hotel		08/31/2017		USD	2,500.00	2,500.00	2,500.00
08/03/2017	V-00029078--Jan Kaml		08/03/2017		USD	390.80	390.80	390.80
08/12/2017	V-00029078--Jan Kaml		08/12/2017		USD	305.31	305.31	305.31
08/12/2017	V-00029078--Jan Kaml		08/12/2017		USD	262.00	262.00	262.00
08/01/2017	V-00029204--Arizona Golf Resort		08/01/2017		USD	4,648.99	4,648.99	4,648.99
08/01/2017	V-00029204--Arizona Golf Resort		08/01/2017		USD	150.00	150.00	150.00
08/01/2017	V-00029204--Arizona Golf Resort		08/01/2017		USD	939.00	939.00	939.00

District 3
Bills Register (08/01/2017 - 08/31/2017)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
08/16/2017	V- 00029205--Swag s LLC		08/16/2017		USD	606.53	606.53	606.53
Grand total							<u>12,694.59</u>	<u>12,694.59</u>

District 3 Reconciliation Report

As Of 08/31/2017
Account: Cash - Bank of America (6622)

Statement Ending Balance	28,547.95
Deposits in Transit	0.00
Outstanding Checks and Charges	(472.01)
Adjusted Bank Balance	28,075.94
Book Balance	28,075.94
Adjustments*	0.00
Adjusted Book Balance	28,075.94

Total Checks and Charges Cleared	16,700.04	Total Deposits Cleared	490.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
TLI Revenue		08/01/2017		14.00	
TLI Revenue		08/02/2017		35.00	
TLI Revenue		08/03/2017		49.00	
TLI Revenue		08/04/2017		49.00	
TLI Revenue		08/07/2017		28.00	
TLI Revenue		08/07/2017		77.00	
TLI Revenue		08/08/2017		49.00	
TLI Revenue		08/09/2017		63.00	
TLI Revenue		08/14/2017		35.00	
TLI Revenue		08/14/2017		91.00	
Total Deposits				490.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Geoff Mullen		06/25/2016	7291		7.00
SogetiMasters		10/29/2016	7356		14.00
Leading Articulate Anchors		10/29/2016	7359		14.00
Thomas Mundar		03/31/2017	7444		7.00
Catherine Hoffman		05/30/2017	7472		92.01
Luke Honor Guard		05/30/2017	7473		100.00
Jeff Morud		06/11/2017	7461	38.89	
Jeff Morud		06/11/2017	Voided - 7461	(38.89)	
Laurie Rangel		07/28/2017	7504	295.99	
RC Type, Print & Direct Mail		07/28/2017	7505	286.00	
Amazing Awards		07/29/2017	7507	1,137.04	
Enid Moore-Cranshaw		07/29/2017	7514	25.00	
Enid Moore-Cranshaw		07/29/2017	7515	152.04	
Small Business Expo		07/29/2017		1,999.00	
Ultimate Womens Expo		07/30/2017	7513	950.00	
Arizona Golf Resort		08/01/2017	cc	939.00	
Arizona Golf Resort		08/01/2017	CC	4,648.99	
Arizona Golf Resort		08/01/2017		150.00	
Bank Card Merchant Fees		08/02/2017	auto	350.98	
Authnet Gateway Fee		08/02/2017		10.00	
Jan Kaml		08/03/2017	7516	390.80	
Hostgator.Com		08/11/2017		203.40	
Jan Kaml		08/12/2017	7517	305.31	
Jan Kaml		08/12/2017	7518	262.00	
Jeff Morud		08/12/2017	7520	105.88	
RC Type, Print & Direct Mail		08/12/2017	7521	238.00	
Charlene Carillo		08/12/2017	7522	235.65	
Amazing Awards		08/14/2017	7523	736.18	
Capital Merchant Gateway Fee		08/14/2017		44.75	
Swags LLC		08/16/2017	7524	606.53	
RC Type, Print & Direct		08/31/2017	7525		238.00

District 3
Reconciliation Report
As Of 08/31/2017
Account: Cash - Bank of America (6622)

Mail			
Mailchimp.Com	08/31/2017	127.50	
Little America Hotel	08/31/2017	2,500.00	
Total Checks and Charges		<hr/>	<hr/>
		16,700.04	472.01

District 3
Reconciliation Report
 As Of 08/31/2017
 Account: District Reserve Receivable

Statement Ending Balance	77,850.57
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	77,850.57
Book Balance	77,850.57
Adjustments*	0.00
Adjusted Book Balance	77,850.57

Total Checks and Charges Cleared	601.62	Total Deposits Cleared	4,079.93
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	August 2017 Membership Revenue	08/31/2017		4,079.93	
Total Deposits				4,079.93	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Toastmasters International - WHQ		08/14/2017	9006925952	147.24	
Toastmasters International - WHQ		08/14/2017	9006994759	164.88	
Concur Technologies, Inc.	August Concur OOP	08/22/2017		199.46	
Concur Technologies, Inc.	August Concur OOP	08/30/2017		90.04	
Total Checks and Charges				601.62	0.00

District 3
Profit & Loss Statement (Actual vs. Budget GL Detail) (in USD)

Month Ending 08/31/2017		07/01/2017 Through 08/31/2017	
Actual	Variance	Actual	Variance
District Revenue			
Membership Revenue			
4,079.93	4,079.93	5,684.35	5,684.35
4,079.93	4,079.93	5,684.35	5,684.35
Fundraising Revenue			
Registration & Tickets			
0.00	0.00	3,740.00	3,740.00
0.00	0.00	3,740.00	3,740.00
0.00	0.00	3,740.00	3,740.00
TLI Revenue			
Registration & Tickets			
Registration - No Item			
490.00	490.00	5,637.00	5,637.00
490.00	490.00	5,637.00	5,637.00
Non Registration			
Non Registration			
0.00	0.00	100.00	100.00
0.00	0.00	100.00	100.00
0.00	0.00	100.00	100.00
490.00	490.00	5,737.00	5,737.00
4,569.93	4,569.93	15,161.35	15,161.35
District Expenses			
Fundraising Expenses			
736.18	736.18	2,832.38	2,832.38
0.00	0.00	1,350.00	1,350.00
0.00	0.00	387.01	387.01
0.00	0.00	278.09	278.09
4,648.99	4,648.99	4,648.99	4,648.99
0.00	0.00	167.47	167.47
0.00	0.00	25.00	25.00
5,385.17	5,385.17	9,688.94	9,688.94
TLI Expenses			
0.00	0.00	553.15	553.15
0.00	0.00	434.40	434.40
164.88	164.88	460.87	460.87
0.00	0.00	1,645.00	1,645.00
0.00	0.00	826.50	826.50
919.47	919.47	1,539.16	1,539.16
147.24	147.24	147.24	147.24
0.00	0.00	100.00	100.00
1,231.59	1,231.59	5,706.32	5,706.32
Marketing Expense			
Building New Clubs			
0.00	0.00	570.84	570.84
0.00	0.00	570.84	570.84

District 3
Profit & Loss Statement (Actual vs. Budget GL Detail) (in USD)

Month Ending 08/31/2017		07/01/2017 Through 08/31/2017	
Actual	Variance	Actual	Variance
0.00	0.00		
235.65	235.65	152.04	152.04
235.65	235.65	235.65	235.65
		387.69	387.69
0.00	0.00		
90.04	90.04	200.00	200.00
0.00	0.00	90.04	90.04
90.04	90.04	28.87	28.87
325.69	325.69	318.91	318.91
		1,277.44	1,277.44
1,082.53	1,082.53		
1,999.00	1,999.00	1,082.53	1,082.53
		1,999.00	1,999.00
3,081.53	3,081.53	3,081.53	3,081.53
939.00	939.00		
939.00	939.00	939.00	939.00
		939.00	939.00
72.26	72.26		
72.26	72.26	72.26	72.26
1,011.26	1,011.26	72.26	72.26
		1,011.26	1,011.26
0.00	0.00		
0.00	0.00	458.95	458.95
		222.65	222.65
0.00	0.00	937.79	937.79
150.00	150.00	150.00	150.00
0.00	0.00	159.00	159.00
330.90	330.90	1,800.90	1,800.90
405.73	405.73	744.97	744.97
0.00	0.00	20.83	20.83
886.63	886.63	4,495.09	4,495.09
0.00	0.00		
0.00	0.00	635.00	635.00
		42.00	42.00
0.00	0.00	677.00	677.00
0.00	0.00	525.00	525.00
0.00	0.00	525.00	525.00
38.64	38.64	38.64	38.64
38.64	38.64	38.64	38.64
38.64	38.64	1,240.64	1,240.64
11,960.51	11,960.51	26,501.22	26,501.22
(7,390.58)	(7,390.58)	(11,339.87)	(11,339.87)